



Willits Police Department

125 E. Commercial St., Suite 150 • Willits, CA 95490-3146
(707) 459-6122 • Fax (707) 459-0405

"FOR THE PEOPLE"

POSITION POLICE OFFICER – LATERAL OR ACADEMY GRADUATE

\$3,404.53 TO \$4,138.22 PER MONTH (FY 2011-2012) – PLUS BENEFITS

THE CITY OF WILLITS

The City of Willits is located in scenic Mendocino County and the surrounding area offers many outdoor recreational activities including hunting, fishing, camping, and boating. Willits serves as a terminus for the "Skunk Train" and is the home of Frontier Days, the longest continuous rodeo in California. The City's population is 4,888, but activities and US 101 traversing through the town bring the daily service population to approximately 13,000.

THE POLICE DEPARTMENT

The Willits Police Department is an active, progressive agency devoted to community oriented policing through proactive enforcement of its laws and crime prevention/problem solving activities. The Willits Police Department full-time staff allocation consists of the Chief of Police, four Sergeants, ten Police Officers, one Administrative Supervisor, one Community Services Officer and five Dispatcher/Clerks.

TYPICAL DUTIES

Willits Police Officers with the City of Willits are required to perform a full range of police functions, as specified in the complete job description, including, but not limited to, patrol the City in a police car, on foot, or on a bicycle; answer calls for service, complete crime reports, complete investigations, submit reports to the District Attorney's Office for complaints, prepare search warrants, and testify in court; receive, search, process, fingerprint, and transport prisoners; and work with computers. As a strong community-oriented police department, police officers are required to respond to public speaking engagements, maintain contact and work with citizens regarding potential public safety problems and preserve good relationships with the general public.

QUALIFICATIONS

The Willits Police Officer is required to write clear and accurate reports and memoranda, and maintain effective working relationships with peers, superiors, and the public. Officers are required to have excellent communication skills and must be able to work well with people. Officers must be able to work assigned shifts. (Officers with the ability to speak and read Spanish enabling them to effectively communicate with the Spanish speaking community are desirable). Officers must be able to tactfully and effectively deal with various racial, ethnic, and economic groups. Since the department utilizes computer based records and reports through its computer system, typing skills are appropriate for the position.

Applicants must have Knowledge of: Police methods and procedures; criminal law; criminal procedures including apprehension, arrest, and custody of persons committing crimes. Applicants must have the Ability to: Observe accurately and remember faces, numbers, incidents, and places; use and care for firearms in a safe manner; analyze situations and determine necessary actions to bring favorable outcomes; think and act quickly in emergencies; judge situations and people accurately; take charge and command of incidents as required. Willits Police Officers must be Physically able to: Run after fleeing suspects, accurately use and qualify with issued equipment including firearms and baton; drive a police vehicle and ride a bicycle for extended periods of time; have the strength and ability to defend against physical attack, take physical control of violent suspects, move, drag, or carry persons from danger; write legibly; and perform all the duties of a Police Officer.

EDUCATION AND EXPERIENCE

- Applicants must possess a high school diploma or G.E.D. equivalent.
- Applicants must possess a P.O.S.T. Basic Certificate or have successfully completed a P.O.S.T. Certified Basic Academy at the time of appointment.

SALARY AND BENEFITS

\$3,404.53 to \$4,138.22 per month, with additional 5% for P.O.S.T. Intermediate Certificate and 5% for P.O.S.T. Advanced Certificate.

RETIREMENT:	P.E.R.S. 3% at 50.
SICK LEAVE:	12 days per year at the rate of one day a month. No maximum accrual.
VACATION:	0-3 years, 80 hours; 3 years, 1 day to 9 years, 120 hours; 9 years, 1 day to 15 years, 160 hours; 15 years, 1 day and over, 200 hours.
HOLIDAY:	14 holidays. 11 paid within the first week of December and 3 designated as a floating holiday.
HEALTH CARE:	Medical, dental, vision with all premiums for employee and dependents paid by the City; life insurance for employee paid by City.
PROBATIONARY PERIOD:	Eighteen (18) months – may be reduced to twelve (12) months with approval of the Chief of Police.
OTHER:	ICMA and ITT Hartford Deferred Compensation available; 2.5% shift differential; longevity pay.

DISCLAIMER: No warranty; although great care has been taken to accurately report your benefits, there has been no warranty of complete benefit summary intended. Naturally, all information provided must be subject to the actual terms of the legal documents that control your benefit program.

SELECTION PROCESS

Employment Interest/Application for Employment forms and typed resume will be screened for qualifications. Qualified candidates will be invited to an Assessment Center to evaluate education, training, experience, and personal fitness for the position. Qualified candidates will also be required to complete, in their own handwriting, a P.O.S.T. Personal History Statement. Successful candidates will proceed to a screening process which may consist of the following: (1) police records check; (2) Department of Motor Vehicle driving record review; and (3) pre-employment drug testing.

Candidates whom successfully complete the above will be placed on a list of qualified candidates. Prior to a Conditional Job Offer, candidates will be required to successfully complete a thorough background investigation. Upon a Conditional Job Offer and prior to being hired, candidates must successfully complete a comprehensive medical examination, psychological evaluation, drug testing, and/or a polygraph examination.

APPLICATION / INFORMATION

Each applicant must submit: a typed resume of qualifications, limited to two (2) pages; an Employment Interest / Application for Employment form provided by the City of Willits; and a copy of their P.O.S.T. Basic Certificate or Academy Certificate. Forms and information may be obtained at the Willits Police Department, ATTN: Administrative Supervisor, 125 E. Commercial Street, Suite 150, Willits, California 95490, or by calling the Administrative Supervisor at (707) 459-6122. **COMPLETE RESUMES AND FORMS** are to be mailed to the address listed above.

FILING DATE: OPEN – UNTIL POSITION IS FILLED.

AN EQUAL OPPORTUNITY EMPLOYER WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY

The City of Willits does not discriminate in employment on the basis of race, religion, gender, national origin, age, handicap, or other protected class status.

AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER / M-F-H

The provisions of this bulletin do not constitute an express or implied contract and any provisions contained in this bulletin may be modified or changed by labor agreement.